

## State Fiscal Year 2017

# Instructions for Submitting a State (ELCP) or National (NELAP) Environmental Laboratory Certification Renewal Application Package

### **Part I - Administrative Information**

- If the information listed on the enclosed Part I- Administrative Information- is correct, there are no changes and Part I is complete, you need only sign, date and submit Part I.
- If any information on Part I is not correct or Part I is not complete, please make changes and/or add incomplete information on Part I. Cross out information that is being replaced.
- A blank copy of Part I is not included in the application package. If needed, a blank copy of Part I can be downloaded from OQA's web site at <http://www.nj.gov/dep/enforcement/oqa/labcert.html>.

### **Part II - Laboratory Personnel List (LPL) – Personnel**

- If the names listed on the enclosed laboratory personnel list (LPL) are correct, there are no changes to the LPL names, and the LPL is complete, you need only sign, date and submit the LPL.
- If the names listed on the LPL are **not correct or the LPL is not complete**, please make changes on the LPL. Indicate end dates of personnel that are no longer with the company or serving in the position where their name is listed as well as the start date of the new personnel. All required educational, employment and training information; and documentary evidence in support of education, training and experience (transcripts, training course certificates, resumes, etc.) must be submitted for new personnel.
- A blank copy of Part II-Personnel- is not included in the application package. If needed, a blank copy of Part II can be downloaded from OQA's web site at <http://www.nj.gov/dep/enforcement/oqa/labcert.html>.
- Documentary evidence is not required for laboratories seeking **only** secondary NELAP accreditation but the manager/lead technical director, quality assurance officer and supervisor(s)/technical director(s) must be listed on the LPL or Part II and submitted.

### **Annual Certified Parameter List and Current Status (ACPL)**

- It is important to review each page of this section. This part of the application represents your company's laboratory status as of 02/01/16 as entered in the OQA's database.
- To drop a parameter/matrix/method, enter a "D", to the left of the parameter code you would like to drop.
- To add a parameter, see the instructions in "Part III-Analytical Testing Parameters" on page 2.
- For ELCP laboratories and New Jersey **primary** NELAP laboratories, if you agree with the information given on the annual certified parameter list and current status (including any dropped or added entries, if made) you need only sign and date the ACPL and submit as Part III.

**Please Note:** For all NELAP laboratories having or seeking secondary accreditation in New Jersey, a current, effective Primary Accreditation Body's approved scope of accreditation list **must be cross-referenced and submitted.** (refer to the enclosed NELAP Secondary Laboratories Coding/Cross-Referencing Instructions).

### **Part III - Analytical Testing Parameters**

- A blank copy of Part III giving all certifications/accreditations offered by New Jersey's Program is not included in the application package. If your company wishes to make additions to its current certification status, the needed pages of Part III can be downloaded from OQA's web site at <http://www.nj.gov/dep/enforcement/oqa/labcert.html>. If you do not have access to the site you may request a copy of Part III by contacting the OQA at (609) 292-3950.

#### **Adding Parameters for ELCP Laboratories and New Jersey Primary NELAP Laboratories:**

On Part III enter an "A", in the Status column, next to the parameter(s) you would like to add; submit only the pages on which your company has entered information.

#### **Adding Parameters for NELAP Laboratories with New Jersey Secondary Accreditation:**

A current, effective Primary Accreditation Body's approved scope of accreditation list must be cross-referenced and submitted for all NELAP laboratories with or seeking secondary accreditation in New Jersey. **Follow the NELAP Secondary Laboratories Coding/Cross-Referencing Instructions.**

### **Invoice for Environmental Laboratory Certification Program**

- Laboratory Certification Renewal Fees can now be paid by Credit Card or E-Check; e-check payment is free of charge, however, there is a convenience fee of 1.9% of the amount being charged + \$1.00 for credit card payments. No login or password required. Go to: <http://www.NJdeponline.com/> and click - Pay a Paper Invoice.
- When payment is made by check or money order (payable to: Treasurer-State of New Jersey) mail the invoice and fee, (bottom portion of the invoice) to the address indicated on the invoice.
- The fee amount on the enclosed invoice was determined based on the information currently in the OQA's database. **If your company has added or deleted a category, the amount on the invoice may need to be recalculated.** When recalculating fees please refer to the fee schedule from OQA's web site at <http://www.nj.gov/dep/enforcement/oqa/labcert.html>.

### **Renewal Application Documents**

- Mail Part I, LPL/Part II and ACPL/Part III and all supporting documentation to the following address:

NJ Department of Environmental Protection  
Office of Quality Assurance  
401 East State Street  
PO Box 420, Mail Code 401-02D  
Trenton, NJ 08625-0420  
**Inquires: Contact OQA at 609-292-3950**